

## Monthly Permit Reports

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### 2013

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## Building or Improving? Do It Right! Guide to the City's Building Permit Process

[Click here](#) to download a PDF of a guide to the permitting process in Covina. **An appointment with the appropriate professional staff is the best way to assure your project gets off to a good start.**

## Forms

To prepare for obtaining a permit, print and complete these three required forms before you visit the Building and Safety Section counter at City Hall:

- [Permit Worksheet](#)
- [Permit Application](#)
- [Owner Builder Form](#)

### Additional Handouts

In addition to the required forms, the following handouts provide additional information about specific types of projects:

- [Obtaining a Block Wall Permit](#)
- [Block Wall Property Owners Agreement](#)
- [Garden Wall Detail](#)
- [Patio Cover Standard](#)
- [Pilaster Detail](#)
- [Swimming Pool Demolition Procedures](#) . A [Pool Drainage Permit](#) is required.
- [Swimming Pool/Spa/Hot Tub Construction Requirements](#)
- [Window Installation Guide](#)
- [Application for Unreasonable Hardship to Disabled Access Requirements](#)

The [Special Inspector Registration Form](#) is for use by building industry professionals only.

### Sign Must Be Posted at all Residential Construction Sites

The City of Covina has formally approved the Covina Residential Public Noticing Program. The program is intended to provide communication tools to inquire about and provide verification of building projects taking place in neighborhoods. Public notification signs must be visibly posted and maintained within the front yard by the contractor and/or property owner during construction. The following types of residential improvements are examples of when signage is required:

# CITY OF COVINA PUBLIC WORKS DEPARTMENT

## PUBLIC NOTICE

*THIS CONSTRUCTION PROJECT COMPLIES WITH THE CITY OF COVINA'S MUNICIPAL CODE, WHEREBY GRANTING PERMISSION FOR THE COMMENCEMENT OF WORK, AND REQUIRING INSPECTION APPROVAL BY THE BUILDING AND SAFETY SECTION.*

PROJECT ADDRESS: \_\_\_\_\_

PROJECT TYPE: \_\_\_\_\_

CONTACT: \_\_\_\_\_ PHONE #: \_\_\_\_\_ LICENSE #: \_\_\_\_\_

PERMIT #: \_\_\_\_\_ ISSUANCE DATE: \_\_\_\_\_

THE CITY OF COVINA'S MUNICIPAL CODE PROHIBITS CONSTRUCTION ACTIVITY BETWEEN THE HOURS OF 8:00 PM AND 7:00 AM MONDAY THROUGH SATURDAY AND ALL DAY SUNDAYS AND HOLIDAYS.

## BUILDING AND SAFETY SECTION (626) 384 5460

~~As per the City of Covina's Municipal Code, Section 16.08.01, the Building and Safety Section is required to provide a public notice of the issuance of a permit for any construction project. This notice is being provided to the public to inform them of the project and to allow them to provide input to the Building and Safety Section.~~

## Building and Safety Section Services

[Plan Check](#)

[Inspections](#)